# **VAT Certificate of Declaration**

### For large business customers



#### Customer declaration certificate

Certificate to EDF in respect of premises qualifying for the reduced rate of VAT.

Please note: as the percentage of qualifying use can vary between energy supplies to the same site, a separate form is required per fuel, per account. All sections (A, B, C) must be completed.

If the certificate is not fully completed, we may have to return it to you for further clarification.

To speak to a member of your Customer Services team, please call them using your dedicated team hotline.

You can find this number at the top of your bill. If you haven't had a bill from us yet, or can't find it, please call our general Customer Services number on **0845 366 3664**.

#### Submitting your completed declarations

You can choose to type your details directly into the fields provided in this PDF file and send automatically by email **or** choose to send by fax or post. The submit details can be found on page 2.

Note: all fields marked with \* are mandatory.

A. Business or Customer Details	
*Business or customer name	Customer Account Number
*Address of qualifying premises:	VAT registration number (if registered)
	Charity Commission Registration Number (if you have one)
	Charty Commission Negistration Number (if you have one)
Postcode:	
	1
B. Supply Details & Qualifying Use	
Please provide the MPAN or MPRN number(s) relevant to this declaration. If you require additional space, please use the "Details of claim" box page 2.	*Please tick fuel type relevant to this declaration ☐ Electricity ☐ Gas
Please remember that one form, per fuel, per property is required.	*Percentage of total consumption qualifying
NB: you must be able to demonstrate to HMRC (if required) that	for the reduced rate of VAT
the percentage(s) on which you are claiming the reduced rate of VAT is for a valid qualifying use.	% (to the nearest whole number)
, , ,	Con MDDN in usely are
Electricity MPAN numbers	Gas MPRN numbers

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C. Basis of Claim	
* Please enter details of the basis of your clair Please tick the appropriate box.	m here (including any additional MPANs or MPRNs relevant to this claim).
□ Domestic use  Please provide below, further information of domestic use □ Solely for my own personal domestic use. □ Solely for domestic use by a third party, sue landlord's domestic supplies, either singly occupancy, or internal communal areas ipob-related accommodation ■ self-catering holiday accommodation □ Residential home or hospice care □ Combined business and domestic use	Number has been entered in Box 5 overleaf, or confirm your charitable status in the space below.  Please also confirm below, the type of non-business activity and non-business funding e.g. grants, financial donations, voluntary contributions, etc., upon which your declaration has been based.  Under HMRC guidelines, without this supporting information, we may have to return the certificate to you for further clarification.
Any supporting information	Effective date for relief:  Day Month Year
	Please note that we can only apply VAT relief to bills issued by EDF Energy within the past 4 years.
D. Declaration	
*Signed  *Full name of signatory (CAPITALS)  *Date  Day Month Year  Position in organisation  *Contact telephone number	NB: Signatures are only required on forms which are submitted by fax or post.  If you are submitting this form electronically you may be asked to supply a signature at a later date.  If you are filling in this form electronically, please note your acceptance of the following statements by placing a tick in the appropriate boxes.  *I certify that the information given is correct and complete.  *I undertake to inform EDF of any change in the qualifying use.  *I understand that any incorrect statement may make me liable for a financial penalty under the Value Added Tax Act (as amended from time to time).  The personal data submitted on this form will be processed in accordance with the Data Protection Act. Further information can be found in our privacy notice at edfenergy.com/yourprivacy
Completed instruction	
By post Freepost	By email  To send us your completed form by email

VAT Team

please first save this file to your computer.

Then attach this file to an email and send to VAT-CCLcompliancesection@edfenergy.com